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THE WHITE HOUSE

Washington

April 11, 1956

Dear Mr. Jackson:

I wish to outline the functions which you are to fulfill as my Special Assistant.

I should like to have you devote your time primarily to assuring that there is proper coordination and timing of the execution of foreign policies involving more than one Department or Agency. You should also devote your attention to the adequacy of the various mechanisms which have been established for assuring that policies relating to foreign affairs, developed through the National Security Council or otherwise, are carried out by the Departments and Agencies concerned in a consistent and effective way, in accordance with their statutory responsibilities. In this connection, I expect you to make recommendations to me for any changes which may be needed to improve such mechanisms.

In order to carry out this task, I designate you as my representative on the Operations Coordinating Board, pursuant to Executive Order 10483, as amended, and I wish you to serve as Vice-Chairman of that Board. So that you may be fully advised on the foreign activities and problems of the Government, you are invited to attend meetings of the Cabinet, National Security Council, Council on Foreign Economic Policy, and other relevant groups.

I expect to call on you, from time to time, to undertake other and special assignments in addition to the above.

Sincerely,

/s/ Dwight D. Eisenhower

The Honorable William H. Jackson  
Special Assistant to the President  
The White House